City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594

Joel C. Lemke
Director of Public Works
Phone: 715-346-1561
Fax: 715-346-1650

MEMO

March 9, 2011

TO: Board of Public Works

Jeremy and Linda Kirsch of 2017 Wyatt Avenue are requesting a road closure in the 2000 block of Wyatt Avenue between the hours of 7 AM and 8PM on April 10, 2011 for the purposes of holding a party (described on the attached E-Mail) within and adjacent to the road right-of-way. An attached map shows the proposed closure along with adjacent traffic control.

Public Works would require that a "City of Stevens Point Right-of-Way Permit" be filled out to ensure proper traffic control is in place and other conditions of the road closure can be spelled out and are followed appropriately.

With these conditions and those that may be proposed by the Board, staff recommends approval of this request.

Sincerely,

Joel Lemke
Director of Public Works

John Moe

From: John Moe
Sent: Monday, January 31, 2011 8:08 AM
To: Louis Molepske; Kevin Ruder; Tim Davy
Subject: FW: Request street closing

Your thoughts on the request below.

John Moe

From: Jeremy & Linda Kirsch [mailto:jl.kirsch@sbcglobal.net]
Sent: Sunday, January 30, 2011 11:21 PM
To: John Moe
Cc: jl.kirsch@sbcglobal.net
Subject: Request street closing

Hi Mr. John Moe,

I called and spoke with you on Friday requesting information on closing our street for our daughters golden birthday. You asked me to write my request and list all details then send via e-mail. Please see details to our request below. Thank You!

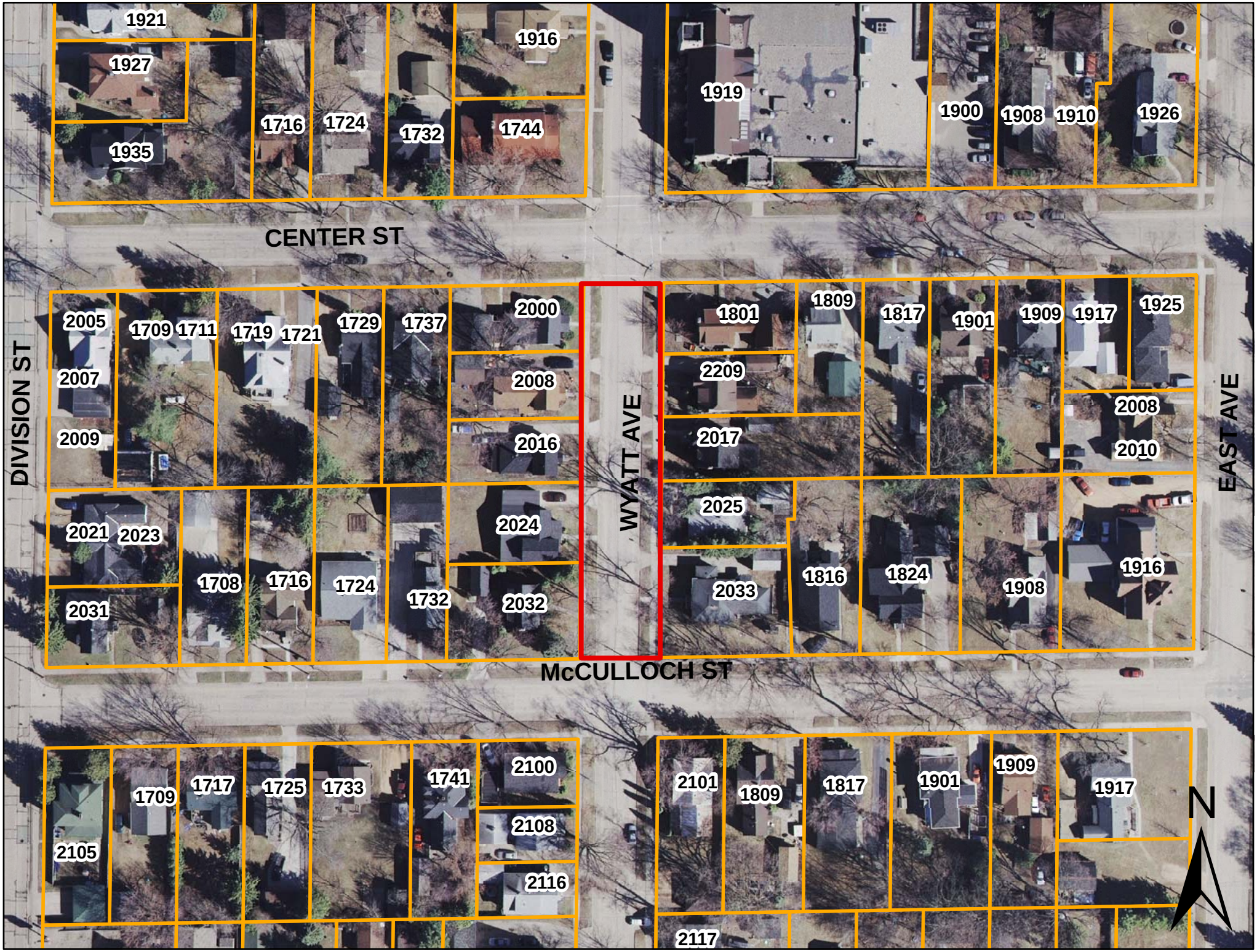
ATTN: To whom this may concern:

My name is Linda Kirsch and my husband and I would like to have a large birthday party for our daughter's golden birthday at our home. We live on the 2000 block of Wyatt Ave.
We were planning on having a carnival themed birthday party which we would invite friends and family as well as our neighbors. When we called to get information on renting large inflatables we found that we are required to follow many safety guidelines therefore our backyard wouldn't be suitable. This is where we came up with the idea of using our block/street for our party and began to research on how we go about closing our street. We have approximately ten houses on our block and we would notify them of the event as well as invite them. Several of the neighbors are friends of ours and have children the same age as ours. We would like to have 2-3 inflatables, concession stand (serving hot-dogs, cotton-candy, popcorn, lemonade and punch) 10 small carnival style games, kids size pool table, DDR (dance, dance revolution for WII), bop its and a basket ball hoop, cardboard ticket booth, prize table, tables, chairs and allot of balloons. We will have many helpers working the stands which I'll make them a fun carnival shirt to wear. We will have many adults and children of all ages(a majority of the kids would be 9/10) All games and activities will be supervised. All games and activities are age appropriate and safe. We will be inviting approx 100 people. The party would be April 10, 2011. We don't have the specific times yet but we do know we would like to have this party longer then usual due to this being a special birthday with all the fun and entertainment. We do have a time in mind but once again it's not definite 1:00-5:30pm. We would need time before to set up approx 3-5hours and clean up afterward approx 2hours.

We are open to any suggestions or changes that would need to take place in order for this event to be approved. I did cover all the details to the party to the best of my knowledge. If you have any questions please contact me via e-mail jl.kirsch@sbcglobal.net or cell 715-630-7599. We would greatly appreciate your approval on closing our street for April 10, 2011.

Thank you for taking the time to consider our request and we look forward to hearing from you.

Jeremy and Linda Kirsch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